

Contents

17	Preparations for Election Day.....	1
17.1	Annually.....	2
17.1.1	Election Support Facility Notification	2
17.1.2	Officer of Election Training Schedule and Facility Reservations.....	2
17.2	ED-90 Days.....	2
17.2.1	U. S. Department of Justice (DOJ) Pre-Clearance	2
17.2.2	Notify Officers of Election and Schedule Training Sessions.....	2
17.2.3	Notify Election Support Facilities of Election Schedule	2
17.3	ED-60 Days.....	3
17.4	ED-45 Days.....	4
17.5	ED-30 Days.....	4
17.6	ED-20 Days.....	6
17.7	ED-15 Days.....	6
17.8	ED-10 Days.....	6
17.9	ED-3 Days (Saturday).....	7
17.10	ED-2 Days (Sunday)	7
17.11	ED-1 Day (Monday)	7
17.12	Election Day (Tuesday)	7
17.13	ED+1 Day (Wednesday)	7
17.14	ED+15 Days.....	8
17.15	Deadline for Challenging Election Passed/No Pending Action.....	8

While everything registrars and electoral boards do in their offices is actually preparing for the next Election Day, there are specific things that must get done before each election.

The following checklist is a generic example and should be customized to meet your locality's needs. Adjust the timeline and provide additional detail based on the type of election, equipment used to record ballots and type of pollbooks used to qualify voters at the polls.

17.1 Annually

17.1.1 Election Support Facility Notification

- Ask well in advance of the election that an election representative be added to the school district's "calendar committee" to have direct input into the school schedule.
- Notify polling place facility managers of all possible dates for all scheduled elections based on the [5-year Schedule of General Elections](#).
- Notify polling place facility managers when it is known that a primary election definitely will or will not be held.
- Notify polling place facility managers of upcoming special elections as soon as the date is known.
- Schedule canvass meeting facilities.

17.1.2 Officer of Election Training Schedule and Facility Reservations

- Establish a training schedule sufficient to satisfy needs in accordance with standards
- Make reservations for training facilities in advance to ensure their availability

17.2 ED-90 Days

17.2.1 U. S. Department of Justice (DOJ) Pre-Clearance

- If not “bailed out”, submit DOJ pre-clearance requests at least 90 days before planned changes

17.2.2 Notify Officers of Election and Schedule Training Sessions

- Provide sufficient notice to Officers of Election to allow scheduling of required training.

17.2.3 Notify Election Support Facilities of Election Schedule

- Notify Security Departments, Warehouse Supervisors, School Superintendents, Principals, Custodians and other Building Managers of increased activity at locations where election preparations are performed.
- Establish election support procedures with police/sheriff/emergency management department.
- Verify canvass meeting space is available.

17.3 ED-60 Days

- Review current versions of all Election Day forms, signs, envelopes and materials.
- Order sufficient quantities in accordance with SBE deadline instructions.
- Reproduce all other documents in sufficient quantities for the locality.
- Upon receipt, post a copy of the SBE notice calling for election at the courthouse or publish the notice in a newspaper of general circulation in the locality. § 24.2-517.
- Design (or coordinate with the vendor to design) the ballots as soon as the offices, candidates and issues have been determined.
- Submit (or coordinate with vendor to submit) ballot proofs to SBE for approval.
- Sign and fax back the SBE approval fax upon receipt and verification and notify vendor and printer.
- Prepare ballots for voting (or submit a request to the printer) so that they are available for voting forty-five days before any November general election or special election held at the same time, and 30 days before any other general, special or primary. § 24.2-612.
- Complete and submit SBE-612 indicating the number and justification for the ballots ordered.
- Prepare Sample Ballots. § 24.2-622.
- Distribute Sample Ballots.
- Set a date to test counting machines.
- Provide notice of counting machine testing to parties/candidates. § 24.2-633.
- Prepare, test and seal the counting equipment for the election. § 24.2-634.
- Prepare and publish public notice of Final Registration Day at least 10 days before the close of books. § 24.2-414, 415, 416.
- Publish notice of absentee voting days and hours.
- Complete form SBE-618(2) “Certificate of Number of Ballots Received from Printer” and file with the minutes of the Board. § 24.2-618.
- Conduct a refresher meeting with staff covering procedures for the upcoming election.
- Submit work orders for distribution and return of polling place equipment and materials.
- Establish Pre-Election Day office/support staffing
 - Final polling place material preparations and distribution plans
 - Electronic pollbook data management and testing
 - Monday pollbook/supply pickup
 - Polling place equipment distribution
 - Saturday Absentee Voting support (§ 24.2-701)
 - 2 for General/1 for Primary
- Establish Election Day office/support staffing
 - Polling place opening and reporting support
 - Machine Techs
 - Polling place operating support
 - Machine Techs
 - Electronic Pollbook Techs
 - Reliefs

- Rovers
 - Results reporting
 - Polling place closing support
- Establish After-Election Day office/support staffing
 - Material transfer between Clerk of Court and canvass site
 - Clerical and communication support for canvass
 - Canvass procedures and documentation
 - Polling place equipment/supply pickup

17.4 ED-45 Days

- Begin Absentee Voting for November General Elections and Special Elections held at the same time. § 24.2-612.
- If the Electoral Board has approved and documented the following steps for processing of Absentee Ballots prior to Election Day and after close of books. § 24.2-709.1.
 - Examine the ballot envelope (Envelope B) and verify the completion of the Statement of Voter. If the statement cannot be verified under the policies for substantial compliance, it must be notated for the officers of election to reject on Election Day. *See*, GREB 11.
 - For a CAP, mark that the voter has voted in the pollbook. This may only be done if the Statement of Voter has been verified in Step 1. If using electronic pollbooks (EPB), refer to your EPB procedures.
 - Open the ballot envelope (Envelope B) and insert the voted ballot into the optical scan counter. This may only be done if Steps 1 and 2 have been completed. **If this step is undertaken, two officers of election (one from each political party) must be present.**

NOTE: Under no circumstances may any vote totals be initiated on the tabulator for the election until after the polls close on Election Day. In addition, no person present while ballots are inserted into the tabulator may disclose any information concerning the voted ballots.

- Complete the certification of absentee voting readiness upon request by SBE

17.5 ED-30 Days

- Begin Absentee Voting for May General Elections, Primary Elections and Special Elections not held at the same time as November General Elections. § 24.2-612.
- Complete the certification of absentee voting readiness upon request by SBE.
- If the Electoral Board has approved and documented the following steps for processing of Absentee Ballots prior to Election Day and after close of books. § 24.2-709.1.

NOTE: Under no circumstances may any vote totals be initiated on the tabulator for the election until after the polls close on Election Day. In addition, no person present while ballots are inserted into the tabulator may disclose any information concerning the voted ballots.

- Examine the ballot envelope (Envelope B) and verify the completion of the Statement of Voter. If the statement cannot be verified under the policies for substantial compliance, it must be notated for the officers of election to reject on Election Day. *See*, GREB 11.
- For a CAP, mark that the voter has voted in the pollbook. This may only be done if the Statement of Voter has been verified in Step 1. If using electronic pollbooks (EPB), refer to your EPB procedures
- Open the ballot envelope (Envelope B) and insert the voted ballot into the optical scan counter. This may only be done if Steps 1 and 2 have been completed. **If this step is undertaken, two officers of election (one from each political party) must be present.**
- Provide new voter registrants “Effective Date of Registration” information.
- Complete voter registrations for close of books. § 24.2-422, SBE Policy 2009-005; *see also*, GREB 9.
- Paper Pollbooks (if used)
 - Verify complete
 - Notify SBE
 - Set up splits
 - Hand correct for adds, deletes, changes, corrections
- Verify polling place communications.
- Send voided copy of ballot(s) to SBE.
- Update Election Day emergency numbers.
- Prepare polling place materials.
 - Forms; Paper Pollbooks (if used), Pollbook Count Forms (if paper pollbooks used), Statement of Results #1, Statement of Results #2, Printed Return Sheet, Write-In Certification, Officer of Election Oaths, Grievance; Affirmation of Identity, Affirmation of Eligibility, Machine Tracking Sheets, Ballot Record Report, Voter Name Mistake Report, Voter Registration Application, Provisional Ballot Envelope, Provisional Ballot Log, Provisional Voter Notice, Voter Registration Cancellation Request, Notification of Death, Request for Assistance, Incident Report, Overvote Notice, Payroll, Receipt for AB ballot delivery, Sample Ballot, Officer of Election Suggestion, Officer of Election Interest, Results-tracking Call-in Sheets
 - Envelopes and Labels; 1A Provisional Ballots (During Election), 1B Provisional Ballots (Extended Hours Due to Court Order), 2 Pollbook, 4 Spoiled and Voided Ballots, 7B Voting Machine Keys, 7C Memory Cards and Seals, 8 Completed Forms, 10 Officer of Election Badges/Buttons, 11 (GR – if used), 12 (GR – if used), 14 (DRE Access Cards/Encoders – if used), Signature Labels for Sealing Envelopes, Box 3 Labels, Box 6 Labels, Box 5 Labels (if used, or for CAP)
 - Inside Signs; Attention All Voters (ID/SBE643), Upon Request . . . Legal Name/Current Residence Address, No Smoking, Leaving w/Ballot Misdemeanor (SBE 24.2-1011-White), How to Vote (based on equipment used), Cell Phone

- Prohibited, Sample Ballot, Prohibited Area and Activities, Voter Rights and Responsibilities (HAVA-4), Notice-Election Date and Hours (HAVA-2), Voter ID Requirements (HAVA-3)
- Outside Signs; Vote Here, Handicapped Access, Handicapped Parking, Voter Parking, Polling Place, Polling Place with Arrow, No Campaigning Beyond This Point, Precinct Name
- Support Materials; Sealed Voting Machine Key envelopes (§ 24.2-639), packing tape, masking tape, painter's tape, calculators, pens, pencils, ballot marking pens, paper clips, note paper, stapler and staples, rulers, scissors, tape measure, precinct maps, voter permits/access cards, numbered envelopes, labels, lanterns, umbrellas, uninterruptable power supplies, flashlights, sidewalk chalk, 40-foot marker lines, extension cords, surge protectors, band-aids, first aid kits, clip boards, magnifying sheets, pencil sharpeners, permanent markers, scotch tape and dispenser, rubber bands, rulers, wire cutters, hand sanitizer, "I Voted" stickers, Banker's Boxes
- Deliver letter to party chair/independent candidates regarding provisional ballot meeting.

17.6 ED-20 Days

- Send reminder notices to officers of election about instruction meeting.
- Send notices to party chairmen about programming of voting machines.
- Send notice to warehouse custodians regarding the programming/transport of machines.
- Power up electronic poll books to verify that they are functioning properly.
 - Charge the batteries.
 - Download initial pollbook data file(s) and DMV data file (unless this data is already incorporated into the VERIS pollbook data). Verify that the data is complete and accurate.
 - Build initial electronic pollbook election file. Verify accuracy.

17.7 ED-15 Days

- Prepare paper and/or results tally sheets.
- Provide copies of tally sheets to personnel assisting with reporting results.

17.8 ED-10 Days

- Package and seal ballots for polling places. § 24.2-620.
- Prepare receipts for delivery of ballots, Final AB List and other election materials.

17.9 ED-3 Days (Saturday)

- Final checks of paper pollbooks, supplies
- Alphabetize or sort election oath forms in order of Chief pickup schedule.
- Final In Person AB Voting

17.10 ED-2 Days (Sunday)

- Download and print Final AB List. § 24.2-710.
- Electoral Board signs Final AB List. § 24.2-710.
- Prepare AB ballots deliver to precinct or to CAP if CAP established. § 24.2-710.
- Download final pollbook data for Electronic Pollbooks, create distribution files, and prepare EPBs for distribution.

17.11 ED-1 Day (Monday)

- Chief Pollbook/Supply pickup
- Final Emergency AB voting/update precinct lists

17.12 Election Day (Tuesday)

- Have a GREAT ELECTION!
- Receive and report election results from polling places after polls close.
- Receive election materials from Chiefs after election.
- Deliver (or transfer) election materials to Clerk of Court in accordance with the letter “Procedures Concerning Election Records” delivered by SBE to the Clerk of Court and in accordance with local procedures approved by the Clerk of Court.

17.13 ED+1 Day (Wednesday)

- Receive election materials from Clerk of Court.
- Check in returned election materials.
- Conduct Provisional Ballot meeting. *See*, GREB 29.
- Conduct Canvass. *See*, GREB 19.
- Document completion of canvass using Abstract of Votes.
 - Fax copy of abstracts to SBE.
 - Mail copies of abstracts.
- Enter VERIS Election Data.
 - Precinct returns
 - CAP returns

- Provisional Ballot results
- Enter VERIS Voter Provisional Ballot Data and process letters. *See*, GREB 29.
- Enter VERIS Voter Rejected Absentee Ballot Data and process letters. *See*, GREB 19.
- Process new voter registration applications.
- Re-seal and deliver materials to Clerk of Court.

17.14 ED+15 Days

- Deliver AB ballots received after election to Clerk of Court. § 24.2-710.

17.15 Deadline for Challenging Election Passed/No Pending Action

- Retrieve materials from Clerk of Court.
 - Voting machine keys
 - Voting machine memory cards
 - Pollbooks
 - EPB thumb drives
- Verify List of Those Who Voted.